

Basic SmugMug Instructions for Uploading Photos from Your Device or Computer

Use: <https://smugmug.com/> for access to the website.

Login With:

Email: education3@cvilleareatreestewards.org

Password: treestewards3

Before you upload your photo into the CATS SmugMug Library, things to be considered:

Images in the CATS Photo Library are available for use in presentations, publications, social media and other outreach. When adding a photo to the library, please take these simple steps to make the picture easy to find in searches.

1. Be selective. Choose images that are sharp, properly exposed, and clearly illustrate the subject.
2. Give the photo a file name that includes key words that will make it possible to identify in searches, e.g., *Leaf; Pin Oak or Invasives; Oriental Bittersweet*. Separate key words with a comma or semi-colon.
3. If the photo is of a CATS project or event, including the date and location in the file name would be helpful, such as 2021-02-01; Ivy Pull; Greenleaf Park.
4. Please feel free to add your name to the file name to help with searches and so that you will be credited with the photo.

Following these simple guidelines will help your colleagues find suitable images for their talks and projects.

For information on how to further identify photos, view the guide on Key Words, Captions and Titles.

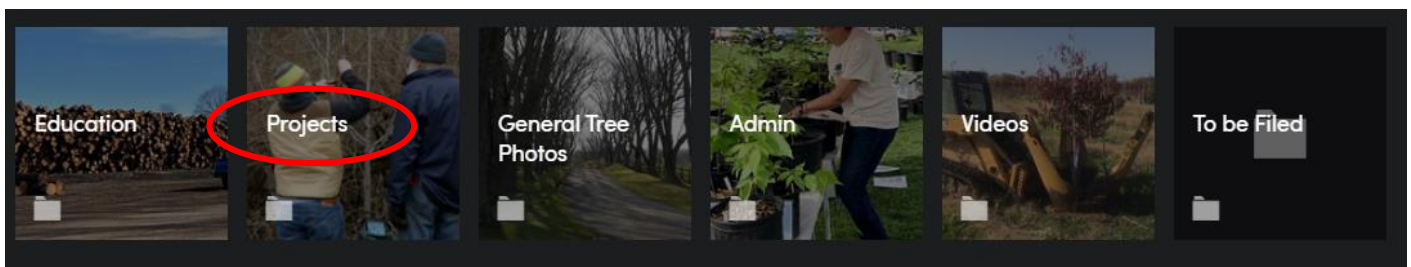
To Upload Photos:

When the page opens, look in the menu bar and whatever page it opens to, you will have the option of clicking **Organize**.

See image to the right.



When it opens you will see several labeled Galleries. Double click on the Gallery that best matches your photo's topic. If you don't know where to put your photos, upload them in the **"To Be filed"** Gallery.

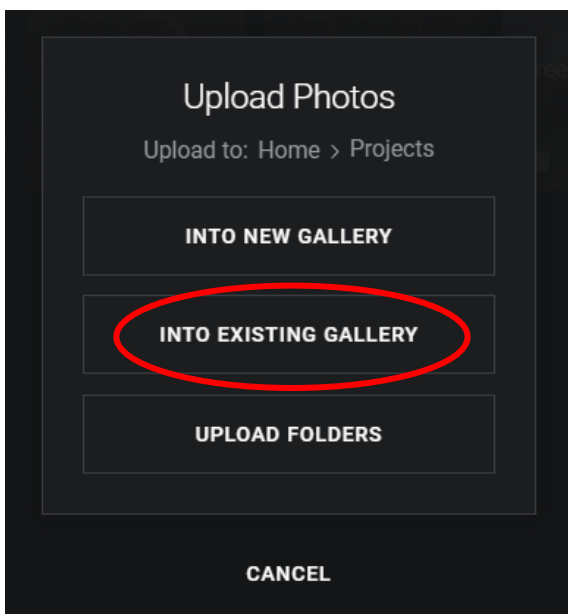
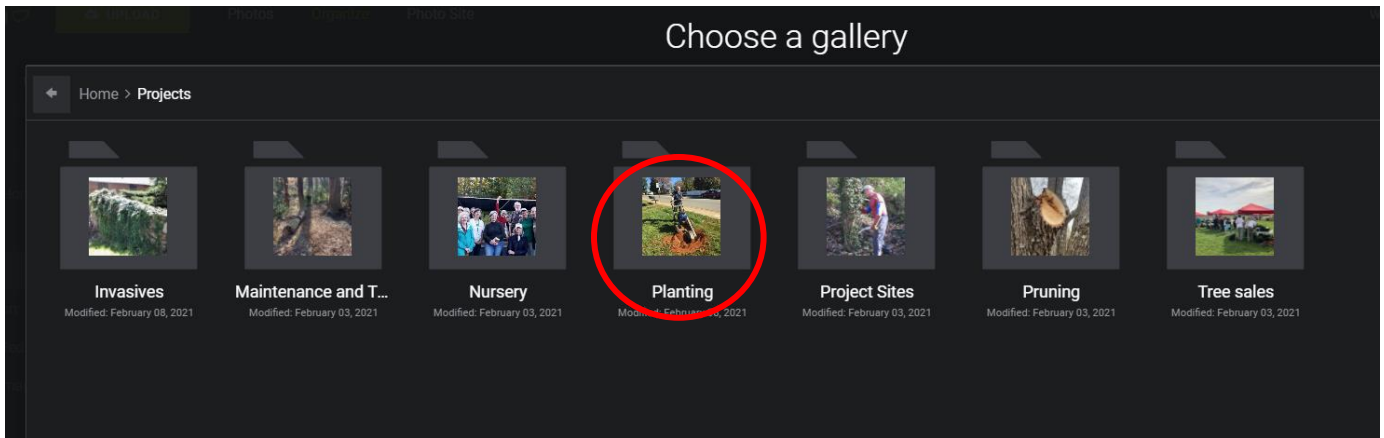


As an Example: If you selected **Projects**, you will see layers of **Sub-Galleries**. See image on next page.

Files in SmugMug are arranged similarly to those in File Manager in PCs or Finder on Macs.

In Projects, for example, there are seven sub-galleries (folders) and most of those have additional sub-galleries (folders). Narrow down your search by selecting the gallery and sub-gallery that most closely matches the topic you are seeking.

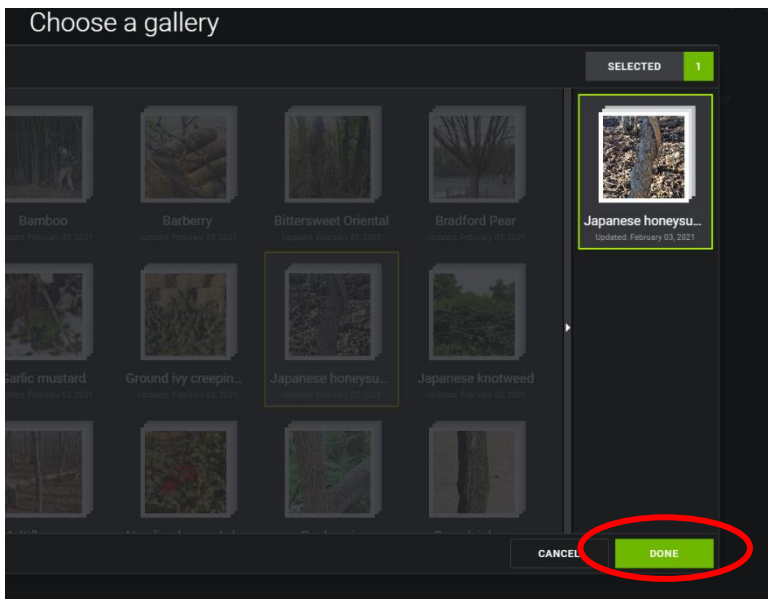
See image below for an example of the next layer of Galleries.



After selecting the appropriate Gallery, click on **UPLOAD** in the top menu. (see below)



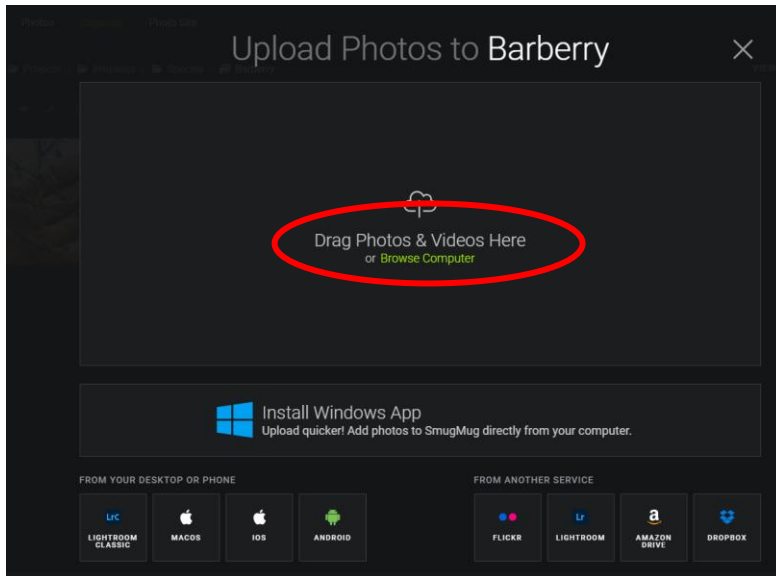
When the image to the left pops up, select the **Into Existing Gallery** option.



The chosen Gallery will open to show all the sub-galleries. Highlight the **sub-gallery** you want your photo to go into and click the **DONE** button on the lower right of the page.

The **DONE** button will not be active until you have reached the appropriate area to upload your photo(s).

That will take you to this page where you can select where you will be uploading your photo(s) from.



You can either browse your device to locate the photo you are trying to upload or drag the photos from your camera.

You need to select one photo at a time from your camera or desktop to upload, but if all your photos belong in the same gallery, you can keep selecting from the same upload page.

Your photos will now be in the selected Gallery.

Upon upload completion... just click on the X at the right corner to exit.

